



Supervisory Voucher Examiner

**Solicitation No. AID-016-21**

**OPEN TO:** All Interested Candidates  
**POSITION TITLE:** Supervisory Voucher Examiner  
**OPENING DATE:** August 26, 2021  
**CLOSING DATE:** September 10, 2021  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY RANGE:** FSN-9 (ZMK 338,546.60 p.a. - ZMK 537,356.71 p.a.)  
**PERIOD OF PERFORMANCE:** Maximum of five (5) years total contract duration

**SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC - Local Compensation Plan)**

Dear Prospective Offerors/Applicants:

The United States Government, represented by the U.S. Agency for International Development (USAID) in Zambia, is seeking offers/applications from qualified persons to provide personal services under contract as described in this solicitation.

Offers/applications must be in accordance with **Attachment I** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors/applicants should retain copies of all offer/application materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the Attached I.

Sincerely,

/s/

Summer Tucker  
**Contracting Officer**  
USAID/Zambia

## **ATTACHMENT I**

The United States Government, represented by the U.S. Agency for International Development (USAID) in Zambia, is seeking offers/applicants from eligible and qualified persons for the position of **Supervisory Voucher Examiner**:

### **BASIC FUNCTION:**

Serves as Supervisory Voucher Examiner in the Office of Financial Management (OFM) for the USAID/ZAMBIA Mission. Manages the Payment Section within OFM and is responsible for ensuring the eligibility, accuracy, and integrity of all payments processed by the Mission. Responsibilities include, but are not limited to, supervision of three Voucher Examiners. Gives guidance to and trains subordinates on USAID payment processing, as well as monitors and rates overall performance. Serves as a technical expert on USAID rules and regulations in payment-related areas. Provides advice, guidance and technical assistance to Mission staff, contractors, grantees, and vendors. Reviews and analyzes complex vouchers and/or claims against technical projects, contracts and grants along with complicated international travel vouchers and more complex vouchers against purchase orders. Takes the lead in payment-related special activities to research issues and organize decision-making processes. Prepares detailed reports as detailed below under Major duties and responsibilities; Supervision of payment and vouchering team.

### **MAJOR DUTIES AND RESPONSIBILITIES**

#### **I. SUPERVISION OF PAYMENT AND VOUCHERING TEAM (35%)**

Plans, organizes, directs and supervises the work of three Voucher Examiners (one grade 8 and two grade 7) engaged in providing the full range of voucher examination, payment, cashiering, and payroll liaison services for USAID/ZAMBIA. Organizes, assigns and distributes work among staff. Shifts assignments as required by absence or sudden increases in workload. Establishes priorities when conflicting demands for service arise. Approves and manages the leave schedule and controls leave during the year to ensure adequate staff presence to carry out work. Ensures that staff receives adequate formal or on-the-job training for complete understanding of their responsibilities and for the effective execution of their duties. Conducts on-the-job training for staff. Ensures that all positions are properly backstopped, making sure that employees are properly cross-trained. Participates in the selection of subordinate staff, establishes work objectives, rates and conducts performance reviews of subordinates, and makes recommendations with regard to awards, promotions, disciplinary action.

Reviews completed work to ensure compliance with USAID regulations and procedures with terms of the authorized obligating document, for accuracy and technical adequacy, and that all required documentation is attached. Tracks work in-progress and follows up to ensure compliance with the Prompt Pay Act; that is, sees that payments are made on time. Reassigns work or intervenes as required to avoid payment of late penalties. Adds interest in cases where payments are unavoidably delayed. Reviews outstanding advances, ensuring that appropriate and timely follow-up is made on overdue outstanding advances. Reviews collection documents for accurate and timely posting into the accounting system. Oversees the liaison with regional FSN payroll processing centers. Monitors the administration of allowances (for example COLA, education, separate maintenance) for eligible staff.

Provides technical guidance to staff regarding interpretation and application of payment regulations and procedures. Resolves questions of propriety and adequacy of documents and any other payment-related issues raised by staff. Analyzes and evaluates new and revised systems and regulations to determine their impact on the Payments and Vouchering Team. Recommends and guides the implementation of substantive changes in current methods and procedures to comply with new requirements and/or to improve operation, and gives staff instructions on new or revised requirements. Analyzes needs/problems in payment-related activities and takes the lead to research and gather information about the issue and prepares documented preliminary determinations.

Review employee travel and project vouchers, track and monitor advance requests, balances and liquidations and ensure they comply with the policies, regulations and provisions and prepare and distribute detailed reports on a periodic basis. Follow-up on advance balances requiring liquidation. Regularly review employee salary obligations and prepare a detailed report with recommendations on the status and required actions. Regularly review and reconcile the Citi travel card account and prepare a detailed report. Prepare the quarterly self-reporting improper payments data call detailed report.

## 2. PAYMENT PROCESSING 30%

Examines and analyzes complex program vouchers against contract/grant provisions, terms and conditions, U.S. and host country laws, and USAID rules and regulations, which may vary against instruments utilized (contracts, cooperative agreements, grants, participating agency service agreements, interagency agreements, implementation letters, host country contracting, etc.). Vouchers reviewed include a variety of activity types (such as construction, technical assistance, commodities, etc.), and may represent different payment provisions, including fixed price, cost reimbursement, fixed fee plus cost reimbursement, progress payments, and advance liquidations. Also, examines and analyzes other difficult and complex vouchers such as complex travel vouchers and complex claims against purchase orders. Prepares journal vouchers for adjustments and 1081s to transfer funds from one appropriation to another.

Proactively and independently communicates with vendors and employees (both orally and in writing) to provide guidance or interpretation of payment requirements, which includes project technical procedures related to financial terms or conditions of implementing mechanism. Drafts or reviews communications concerning disallowance of payment and request for additional documentation, and replies to inquiries on these and other payment related matters. As may be required, requests additional information needed to make payment.

## 3. COORDINATION 20%

Serves as the Mission's technical expert on the payment process and provides technical assistance as required. Responds to inquiries from Mission employees and outside vendors/payees on queries regarding payments. As required, participates on management teams and committees, to provide technical input to the solution of payment-related issues and to determine Mission policy and procedures for such issues, such as new or revised Mission Orders or Notices. As needed, participates with USAID program and technical officials, and occasionally, host country officials in the development of procedures for processing vouchers for new technical projects. Provides the Chief Accountant and Controller periodic reports related to the ongoing work of the Payment and Vouchering Teams.

## 4. E2 Travel solutions 15%

Serves as a Subject Matter Expert (SME) on E2 Travel Solutions, the Agency's mandated automated travel system and provides technical assistance, as needed. Conducts training on the utilization of E2 for Mission staff. Participates in new partner pre-award orientations as relates to payments processing. Conducts training on USAID rules and regulations for Mission staff as relates payments matters- travel, vouchers, advances and liquidations. Ensures payroll related actions are processed in a timely manner and Locally Engaged Staff (LES) Earnings and Leave statements/reports are generated and distributed timely. In coordination with other teams in the Mission, performs payment verifications in response to queries.

## REQUIRED QUALIFICATIONS FOR EFFECTIVE PERFORMANCE

- a. **Education:** Minimum of Bachelor's degree in Accounting, Finance, Auditing, Business Administration is required
- b. **Prior Work Experience:** At least minimum of three years of progressively responsible experience in payments/voucher examination or accounting. A minimum of three years in voucher examination international organizations or host Government institutions and in reviewing complicated payments is required
- c. **Post Entry Training:** Complete on-the-job and/or other formal training in USAID payment systems and voucher review procedures, training on the accounting systems Phoenix, the electronic travel system (e2i), the ASIST paperless voucher processing system (e-signature), and other Agency software systems, as necessary.
- d. **Language Proficiency:** Level IV abilities in English is required
- e. **Job Knowledge:** Knowledge and proficiency in features, operations and procedures of Phoenix, the Mission's financial management system. Knowledge and proficiency in E2 Travel System, the Mission's travel system. Knowledge and proficiency in Documentum/ASIST, the Payment Section's voucher archiving system. In-depth knowledge in Foreign Affairs Manual, Department of State Standardized Regulations, FAR/AIDAR/CFR provisions, Federal Travel Regulations, Prompt Payment Act, ADS, Mission Orders/Notices and Cashier Regulations. Expert knowledge in cost principles, prudent business practice in payments and billings, audit standards, and USAID policies for payment, accounts receivables, collections, cashiery, and advances. Knowledge of USAID appropriation and accounting structure. General knowledge of ZAMBIA's commercial law. General knowledge of USAID/ZAMBIA's program.

- f. **Skills and Abilities:** Supervisory skills, plus the ability to plan, organize, delegate, and follow-up are mandatory. Good interpersonal and customer service skills. Must be able to comprehend and apply to the voucher examining process detailed regulations and procedures pertaining to the work. Must possess considerable tact and diplomacy and good cross-cultural communications skills to explain clearly and convincingly to employees, project officers, Office Team Leaders, contractors, grantees, vendors and others, as well as explain applicable USG and USAID rules regulations and procedures. Good computer skills with proficiency in Microsoft (MS) Word and Excel (ability to design, develop and maintain Excel spreadsheets), and the ability to use a calculator are required.

**Supervisory Relationship:** Works under the direct supervision of the Chief Accountant or, in his/her absence, the Controller.

**Supervisory Control:** Serves as the supervisor and rating official for three Voucher Examiners.

## **EVALUATION AND SELECTION FACTORS**

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

## **TERMS OF APPOINTMENT:**

Subject to availability of funds, this will be a five-year contract, with an option to extend, depending upon continuing need of the services.

## **BENEFITS AND ALLOWANCES:**

As a matter of policy, and as appropriate, a PSC is normally authorized benefits and allowances in accordance with the Local Compensation Plan. The final salary of the successful candidate will be negotiated within that range, depending on qualifications and previous earnings history.

## **APPLYING:**

Eligible and qualified offerors/applicants are required to complete and submit:

1. A formal application letter or cover letter.
2. A current CV.
3. Photocopies of all professional certificates and degrees.
4. A fully complete application form DS-174 (available online at <https://efrms.state.gov/Forms/ds174.pdf>). And
5. Contact information for at least three professional references.

**Submit your application materials to: [exozambiahr@usaid.gov](mailto:exozambiahr@usaid.gov) noting to reference the solicitation number in the subject of your email.**

**Only short-listed candidates will be contacted.**

---

**The U.S. Mission in Zambia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Zambia also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. We welcome candidates of all backgrounds and with diverse experiences to apply. We are committed to evaluating applications fairly.**

**--END OF SOLICITATION--**